

**DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE:
JAJPUR**

**At: Sundarpur, Post:Kamagrh, District: Jajpur
PIN-755043, E-Mail ID-dee_jajpur@yahoo.in**

No 122 /DSDEO, Jajpur,

Dated. 10-02-2026

QUOTATION CALL NOTICE

Sealed quotation are invited from Firms /Tent House owners/ function material Suppliers for erection of temporary tent, raising stalls, roof covering with tarpoline, meeting venue arrangement, dias, podium and Air cooler set up, backdrop set up, flower decoration of meeting venue, cloth covering, greenery of floor, supply of guest chairs, tables audience chairs, table and chairs for stalls, cord less phone, stand Fan Air cooler set etc. as per specification given under Annexure-1 below for organisation of Job Fair 2025-26 on 27th February, 2026 at the premises of N.C. (Autonomous) College, Jajpur. The last date of receipt of sealed quotations is **23.02.2026 by 1 P.M.** The Quotation should reach at District Skill Development-cum-Employment Office, Jajpur by courier/ speed post. The Quotations must mandatorily have following documents attached with self attested

1. GST Registration Certificate,
2. PAN,
3. Aadhar,
4. EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of Demand Draft in favour of the District Skill Development-cum-Employment Officer, Jajpur payable at Jajpur from any Scheduled Commercial Bank. EMD exemption is not allowed.
5. Valid electrical license of self or authorised by any other contractor/firm having electrical license.

The quotation will be opened on 23.02.2026 at 5 P.M. in the Office Chamber of Addl. District Magistrate, Jajpur, (General) at Collectorate, Jajpur in the presence of bidders or their authorized representatives (with original documents). No sub-letting of contractor to be allowed.

The undersigned reserves all right to accept / cancel and modify any/ all bids partially/ fully without assigning any reason thereof

Term & conditions

1. No advance shall be paid to the firm before complete work in full.
2. Quotation with seal covered superscribe **Tent and Allied work of Job Fair 2025-26** alongwith name of the agency and phone/Mobile number should reach **at office of the District Skill Development-cum-Employment Officer, Jajpur before the scheduled time.**
3. The rate should include all taxes including GST. However, the TDS will be deducted from the bill amount and deposited with the concerned authority.
4. The draft of EMD deposit amount will be checked at opening of quotation, if not found quotation will be out rightly rejected.
5. Quotation which do not comply with the above conditions are to be rejected.

6. The specification and units mentioned at Annexure-I liable to be changed as per the actual requirement of the event.
7. All the above event arrangement should be completed and handed over before twelve hours of the scheduled date of the programme.
8. The last date for receipt of quotation is 23.02.2026 by 1 PM.
9. The Quotation opening time is at 5 P.M on 23.02.2026 in the office chamber of the Additional District Magistrate, (General) Jajpur. The Bidders or their authorized representative may remain present at the time of opening of tender papers.
10. Financial bids of those firms having all mandatory documents shall be opened.
11. The undersigned has every right to cancel the quotation without assigning any reason thereof.

S.D.
10-02-26

District Skill Development-cum-
Employment Officer, Jajpur

Memo No. 123 (B) /DSDEO, Jajpur,

Dated 10-02-2026

Copy submitted to:-

1. The DIO NIC, Jajpur for information with a request to kindly hoist the same in the District NIC website up to 23.02.2026 by 1 P.M for wide publicity.
2. The CDO-cum-EO, Zilla Parishad, Jajpur /Sub Collector, Jajpur/GM, DIC, Jajpur/ DI & PRO, Jajpur, Dy. CEO, ORMAS Jajpur/ Principal, Govt. ITI, Jajpur/Principal, Govt. Polytechnic, Jajpur for kind information with request to display in the office notice board.
3. The Collector, Jajpur for favour of kind information.

S.D.
10-02-26

District Skill Development-cum-
Employment Officer, Jajpur

Memo No. 130 / DSDEO, Jajpur Dated 11-02-2026

Copy Submitted to the Dist.e-Governance Manager,
Collectorate, Jajpur with request to kindly hoist the same
in the District web site upto 23-02-2026 by 1 P.M for
wide publicity.

S.D.
11-02-26

District Skill Development-cum-
Employment Officer, Jajpur

Annexure-1

A. QUOTATION FORMAT FOR JOB FAIR ON 27-02-2026 AT N.C. AUTONOMOUS COLLEGE, JAJPUR

Quotation for tent arrangement at N.C. Autonomous College, Jajpur.

Name of the Firm: _____

Address : _____

Sl. No.	Specification/Particulars	Quantity	Rate/Per No	Amount (Rs.)_
1.	Erection of Stall (8ft x 8ft) side and ceiling should be covered with cloth and roof covered with tarpaulin. In front of the Stall 3ft. space will cover with ceiling cloth.	80 stalls		
2.	Open space covered with cloth ceiling as per requirement	3000 sq. ft.		
3.	Side wall of running foot	As per required		
4.	Meeting Stage 50 ft x25 ft. wide wall, ceiling cloth and roof & matting	1 stage		
5.	Carpet on the stage. 50.ft x 20 ft	1 stage		
6.	Barricading in front of Registration stalls	As per required		
7.	One digital registration stall at entrance gate (12x10 wide)	1 Room		
8.	Erection of Gate (Entrance) wide-12 ft,height-10ft.	1 Gate		
9.	Hoarding 10ft x 10ft (Bamboo structure and framing)	1 Nos		
10.	Table	100 Nos. Table		
11.	Plastic Chair	1000 chairs		
12.	VIP chairs for stage	10 chairs		
13.	Speech desk (podium) with phone	1 Desk + one Phone		
14.	Reporters and officers Chairs	Chairs- 30		
14.	Meeting Table	5 Tables		
15.	Table Cloth	As per table		
16.	Air cooler on the stage and auditorium	2 Nos.		
17.	Electric Stand Fan at PIA /Recruiter Stall	80 Fans		
18.	Generator with necessary capacity	01 Generator		
19.	Sound system	As per requirement		
20.	Cord less microphone for stage with well condition	2 stage		
21.	Flower Decoration for Gate & stage	As per indent		
22.	Brass candle stand for programme inauguration	01		
23.	Wooden Jagannath idol for programme inauguration	01		

24.	One ribbon 50 fit. for stage inauguration alongwith scissor and plate	50 fit		
25.	One sintex water reservoir for storage of drinking water supplied by the P.H. Division	01		
26.	100 ltrs tub	02 nos		
27.	10 ltrs buckets	04 nos		
28.	Flex Banner for Stage 08x10 wide	01		
29.	Flex Banner for Entrance Gate (Covering both side and top)	03		
30.	Standee (3 wide x 6 height)	02		
			Total Amount	
			GST (%)	
			Grand Total including GST	

DECLARATION

I/we hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/we are not satisfying the eligibility criteria prescribed in the relative advertisement, my Quotation is liable to be cancelled. I am/We are willing to abide by the terms and conditions laid by District Administration, Jajpur. In case of any lapse on my /our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:

Date:

Signature of the Quotationer

Mob: